



GAIL FARBER, Director

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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March 08, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

25 March 8, 2016

LORI GLASGOW
EXECUTIVE OFFICER

**CONSTRUCTION-RELATED CONTRACT
EDELMAN CHILDREN'S COURTHOUSE
TENANT IMPROVEMENT PROJECT
ESTABLISH AND APPROVE CAPITAL PROJECT
APPROVE PROJECT SCOPE AND BUDGET
SPECS. 7345; CAPITAL PROJECT NO. 87258
(SUPERVISORIAL DISTRICT 1)
(3 VOTES)**

SUBJECT

Approval of the recommended actions will find the proposed Edelman Children's Courthouse Tenant Improvement project exempt from the California Environmental Quality Act; establish and approve the capital project; approve the project scope and budget; and authorize the Director of Public Works to deliver the project using a Board approved job order contract.

IT IS RECOMMENDED THAT THE BOARD:

1. Find the proposed Edelman Children's Courthouse Tenant Improvement project exempt from the California Environmental Quality Act for the reasons stated in this letter and in the record of the project.
2. Establish and approve the proposed Edelman Children's Courthouse Tenant Improvement project, Capital Project No. 87258, with a total project budget of \$1,500,000.
3. Authorize the Director of Public Works to deliver the project using a Board-approved job order contract.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find the Edelman Children's Courthouse Tenant Improvement project exempt from the California Environmental Quality Act (CEQA); establish and approve the capital project; approve the project scope and budget; and authorize the Director of Public Works to deliver the project using a Board approved job order contract (JOC).

Project Background and Description

County Counsel occupies 26,000-square-feet of office space on the ground floor of Edelman Children's Courthouse located at 201 Centre Plaza Drive in the City of Monterey Park with 123 staff, including 80 attorneys.

The existing office space configuration has been in place since the early 1990s and no longer meets the current operational and security needs of the office. Due to the sensitive nature of the cases handled by County Counsel staff at this location, contact with the public can present security concerns. In addition, the Information Technology server room in the office area has experienced overheating on multiple occasions and requires better temperature control to protect the servers.

The proposed project will consist of tenant improvements to the existing County Counsel office space to maximize the space use and improve the security, office operations, and working conditions for staff. The tenant improvements will include renovation of the office space, including reconfiguration of the lobby entrance area for enhanced security; renovation and expansion of the restrooms to meet current Americans with Disabilities Act standards; replacement of the heating, ventilation, and air conditioning system in the server room to provide better temperature control for the space; replacement of some of the office furniture and modular workstations; and repainting of all wall surfaces and installation of new carpet throughout the office space.

The County Counsel office has experienced water intrusion from the exterior of the facility, and the Chief Executive Office is currently working with the State to rectify this issue. However, as a proactive protective measure, the tenant improvements will include durable painting and carpet finishes that will be resistant to water damage and easily repairable/replaceable when needed.

The proposed project is being managed by Public Works using one of its as-needed consultants for design, and will be constructed using a Board-approved JOC. It is anticipated that construction will begin in April 2016 and be completed in January 2017.

Green Building/Sustainable Design Program

The project will support the Board's Green Building/Sustainable Design Program by incorporating water efficient plumbing fixtures, and energy efficient lighting fixtures and mechanical equipment as part of the remodeled office space.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provision of Operational Effectiveness/Fiscal Sustainability (Goal 1), Community Support and Responsiveness (Goal 2), and Integrated Services Delivery (Goal 3). These recommended actions support the Strategic Plan by investing in public infrastructure that will improve office operations and staff working conditions to provide improved public services.

FISCAL IMPACT/FINANCING

The total project cost is currently estimated at \$1,500,000, and includes a change order contingency of \$112,000.

Sufficient appropriation is available in the Fiscal Year 2015-16 Capital Projects/ Refurbishment Budget under Capital Project No. 87258 to fully fund the project. The project is funded with prior year net County cost.

Operating Budget Impact

County Counsel does not anticipate any one-time, start-up costs or an increase in ongoing maintenance and operational costs as a result of the project.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In accordance with the Board's Civic Art Policy amended on August 11, 2015, the proposed project budget includes 1 percent of design and construction costs to be allocated to the Civic Art Fund.

ENVIRONMENTAL DOCUMENTATION

The proposed project is categorically exempt from CEQA. The proposed project, which consists of tenant improvements for renovation of the County Counsel office space, is within certain classes of projects that have been determined not to have a significant effect on the environment in that it meets criteria set forth in Sections 15301 (a), (d), (f) and (l) and 15302 (b) and (c) of the CEQA Guidelines, and Classes 1(c), (d), (h) and (i), and 2(a) and (e) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. The project provides for repair, renovation, and minor alterations of existing facilities with negligible or no expansion of an existing use; and replacement of existing facilities with new facilities of substantially the same purpose and capacity. Additionally, there are no cumulative impacts, unusual circumstances or other limiting factors that would make the exemption inapplicable based on the project records.

Upon the Board's approval of the project, Public Works will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with Section 15062 of the CEQA Guidelines.

CONTRACTING PROCESS

The project is being designed using a Public Works' Board-approved as-needed consultant, and will be constructed using a Board-approved JOC.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will have no impact on current County services or projects. A temporary alternate public entrance will be provided for staff and the public during the remodel of the existing lobby entrance area.

CONCLUSION

Please return one adopted copy of this Board letter to the Department of Public Works, Project Management Division I.

Respectfully submitted,

A handwritten signature in cursive script that reads "Gail Farber".

GAIL FARBER
Director

GF:KY:sm

c: Arts Commission
Chief Executive Office (Capital Programs
Division)
County Counsel
Executive Office